

IDPH AmeriCorps Mentoring Program Key Dates

As of 8/29/16

Upcoming Trainings and Calls

Topic	Format	Who is required to attend?	Date	Time
Monthly Member Check-In Calls	Zoom Webinar	Members required	First Monday of each month https://zoom.us/j/441677637	10:00-11:00
Monthly Host Site Check-In Calls	Zoom Webinar	Site Supervisors required	Third Friday of each month https://zoom.us/j/431392391	9:00-10:00
Site Visit	In Person	Members and Supervisors	TBD	TBD

Upcoming Due Dates

Deliverable	Due Date	Submission Information
Time Sheets	Every Other Week	Submit through lowagrants.gov View the 2016 Pay Period and Project Time Sheet
Monthly Service Log (Working towards Project Goals)	First Friday of the following service month	Email to Janet.Nelson@IDPH.Iowa.gov
Volunteer Service Log (Tracks mentors recruited/substance abuse prevention training attendees)	Submit same time as Monthly Service Log	Email to Janet.Nelson@IDPH.Iowa.gov
Service Project Planning, Tracking & Volunteer Sign-in Sheet	Due at the completion of the service project	Email to Julie.Hibben@IDPH.Iowa.gov
Quarterly Report	<ul style="list-style-type: none"> • Nov-Dec 2015 Activities: Due April 22 • Jan-Mar 2016 Activities: Due April 22 • Apr-Jun 2016 Activities: Due July 22 • Jul-Sept 2016 Activities: Due October 21 • Oct-Nov 2016 Activities: Due December 16 	Submit through lowagrants.gov
Mid-Term Evaluation	<ul style="list-style-type: none"> • April Start Date: Due August 15, 2016 • June/July Start Date: Due September 12, 2016 	Supervisor conducts and Member signs Email to Julie.Hibben@IDPH.Iowa.gov
Verify all Reports are Complete: Monthly, Quarterly, Service Day and Member Hours are On-Track	Month prior to end-date	Verify with Supervisor
Complete AmeriCorps Training Certification Form	Two weeks prior to your last day	Found online at IDPH AmeriCorps website and email to Julie.Hibben@IDPH.Iowa.gov
Civic Engagement End of Service Survey	Due prior to your last day—no earlier than 2 days prior	https://www.surveymonkey.com/r/1516civicposttest
Exit Survey and Form in MyAmeriCorps	Due prior to your last day—no earlier than 2 days prior	https://my.americorps.gov/mp/login.do
End of Service Evaluation	Evaluations due the last day of service	Supervisor conducts and Member signs Mail original to Julie.Hibben@IDPH.Iowa.gov
Submit Final Timesheet	Last day of service	IA Grants and Supervisor approves